

Job Risk Assessment JRA-CC-01 CSC Office Work

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Job Title: Office Work= taken from JRA for BNL-Office Work Job Number or Job Identifier: JRA-CC-01	Frequency (B)	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
Job Description: General Office Work such as computer work, filing, operating office machines, and attending meetings –	Severity (C)	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training Procedures List (Optional):	Likelihood (D)	Very Unlikely	Unlikely	Possible	Probable	Multiple
Reviewed by: Leonard Slatest Date: 9/27/06 Rev. #: 0						
Stressors: Stressors that were quantified in the ratings below include: Work patterns that may include long hours, deadlines, high volume of work; Work environment where lighting and ventilation may impact work quality and comfort.	Reason for Revisions (if applicable):			Comments:		

			Before Additional Controls						After Additional Controls							
Job Step / Task	Hazard	Control(s)	Stressor	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	Control(s) Added to Reduce Risk	Stressors	# of People A	Frequency B	Severity C	Likelihood D	Risk* AxBxCxD	% Risk Reduction
Computer work (typing/mouse), desk work; phone use	Repetitive motion injuries	SBMS Subject Area to be read. Ergonomic reviews of the work station design by SME in SBMS, adjustable chairs, ergonomically designed keyboards and mouse, alternating tasks, work breaks, keyboard and mouse wrist cushions	N	1	5	4	2	40								

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			Before Additional Controls							After Additional Controls						
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	Eye strain	Proper lighting, glare screens Ergonomic reviews of the work station design by SME, adjustable chairs, alternating tasks, work breaks	N	1	5	1	2	30								
	Neck & Back strain from static posture	Ergonomic reviews of the work station design, adjustable chairs, work breaks, alternating tasks, speaker phones, head sets	N	1	5	3	2	30								
Manual office tasks – filing, copy machine, hole punches, staplers, printers, and similar office equipment, light manual <u>lifting</u> of office supplies, water bottles and equipment; filing paperwork in cabinets and storage boxes. In particular, box cutter knife.	Neck or back strain/injuries from lifting, pushing, pulling, holding, carrying;	Work breaks, alternating tasks, proper lifting techniques, back safety training, use of carts; slip resistant shoes; use of hand trucks and dollies; limit storage on upper shelves; store heavy items at below shoulder height. JRA on Manual Lifting.	N	1	5	3	3	45								
	Cuts and abrasions, punctures, finger injuries	Tier 1 inspections, Padded sharp edges, furniture design, safe tool design (example: staple removers, razor blade cutters). Purchase of safety design box cutters and discard existing blade cutters	N	1	5	3	2	30								
	Moving around equipment. Falls on same level, falls from step stools; Slip and trips	Housekeeping, maintenance of floor/work surfaces, Tier 1 inspections, clearance in aisle-ways, mats on slick flooring; step stools with anti-skid features. BNL Manual Lifting JRA	N	1	5	3	3	45								
	Electrical hazard-shock	Proper grounding of equipment, limited use of extension cords, NRTL equipment, Tier 1 inspections. Automatic shutoff of coffee pots.	N	1	5	2	1	10								

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			Stressor	# of People A	Frequency B	Severity C	Likelihood D		Stressors	# of People A	Frequency B	Severity C	Likelihood D	
General office area room occupancy	Climate, comfort, air quality	Proper lighting, HVAC units and their proper maintenance, custodial services, Tier 1 inspections, IAQ investigations,	N	1	4	1	3	12						
Working alone late at night or over weekend or early AM	Falls, security	Notify guard at Main Gate of your building and timing. Request security walkthrough. Inform spouse or someone at home.												
Walking to parking lots, in hallways, and in offices	Falls to same or lower level	See Site JRA <i>Walking</i> and see FRA for CSC's facility.	-	-	-	-	-	-						
Using elevators	Falls to same level	See Site level JRA <i>Walking</i>	-	-	-	-	-	-						

*Risk:	0 to 20	21 to 40	41-60	61 to 80	81 or greater
	Negligible	Acceptable	Moderate	Substantial	Intolerable

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